

HANDLING SEVERAL CALLS

Calling a second person during a conversation

During a conversation, to call a second person.



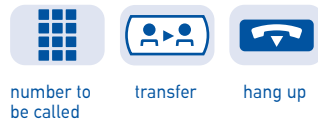
Receiving a second call

During a conversation, another person is trying to call you.

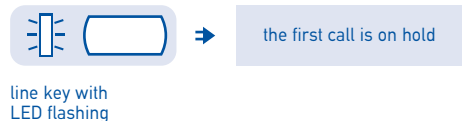


Transferring a call

During a conversation, to transfer the call to another number.

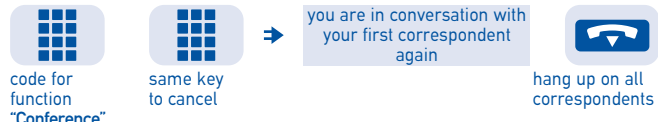


Switching between two calls (Broker call)



Three-way conference

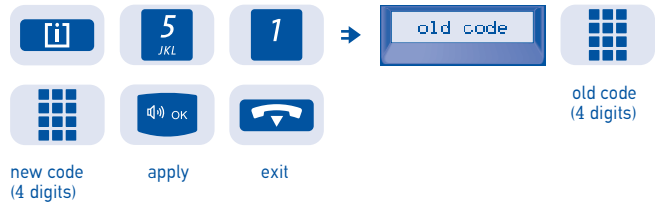
During a conversation, a second call is on hold.



CUSTOMISING YOUR TELEPHONE

Programming your personal code

The default code on your telephone is 1515.



Programming your personal directory

Create your directory using the 10 keys (0 to 9) on the keypad.



*To enter a name: the numeric keys have letters which can be obtained by consecutive presses.

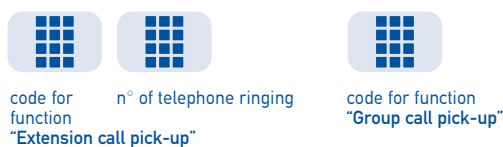


Personal directory numbers	
0	5
1	6
2	7
3	8
4	9

GROUP OPERATION

Call pick-up

■ Another telephone is ringing ■ A telephone in your group is ringing



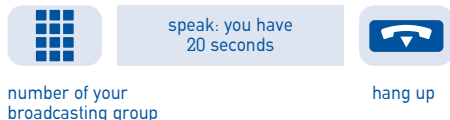
Answering a general bell

If the operator is absent, to reply to calls to the operator:



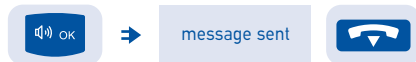
Broadcasting a message to a group

To broadcast a message on the loudspeakers of the extensions in your group:



Sending a written message to one of your correspondents

■ Internal number



WHILE YOU ARE AWAY - WHEN YOU RETURN

Diverting calls

■ To another extension



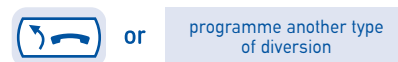
■ Diverting calls to a voicemail (option)



Follow me diversion



Cancelling all diversions



Consulting recorded messages

The light indicates that messages have been received.

■ Written messages (and callback requests)



■ Voice messages (option)



After all messages are reviewed the light goes off.



Display

The screen displays several pages of information concerning the present call.

Programmable keys and LEDs

The keys are divided into line keys, corresponding to the line LEDs, and function keys.

Line LEDs

Call in progress.

Incoming call (flashing).

Callback (flashing).

Call on hold (flashing).

Function LEDs

Function active.

Some function keys are preprogrammed:

Divert your calls to another extension.

Access the various mail services.

Access your personal directory.

Display new page.

Redial.

Put a call on common hold.

Light indicating voice messages received or callback requests.

To terminate a call or programming.

Audio keys

Loudspeaker

to share a conversation

to reduce loudspeaker or receiver volume

to increase loudspeaker or receiver volume

To check or modify your key programming.

SETTING UP

Adjusting screen brightness

screen brightness icon is displayed

Selecting ringer tune and adjusting volume

You can select your ringer tune (choice of 8) and adjust the volume (1 to 7).

tune number and volume are displayed

Selecting a language

present language is displayed

select language (keys 1 to 4)

Locking/unlocking your telephone

personal code (4 digits). Default code 1515

to lock

to unlock

MAKING A CALL

To make a call

lift the receiver

press a line key

dial the number for your call

To answer

lift the receiver

To terminate a conversation

hang up

Making an outside call

dial 0

dial the number for your call

number dialled

Put a call on common hold

To put a call on hold

hold

the call is on hold

To retrieve a call on hold

conversation is resumed

Calling from the directory

Personal directory

directory

press one of the keys 0 to 9

Common directory

directory number 8000 to 8399

Redialling last number dialled

Personal directory

redial

Requesting automatic callback

internal number busy or not responding

5 JKL

or

call back preprogrammed key

ALCATEL OFFICE*

Table of codes

A function is activated by entering the corresponding code on the keypad.

Function	Default code	Your code	Function	Default code	Your code
Answer general bell	*1		Hunting group out	#4	
Answer paging by prefix	*95		Immediate diversion	*01	
Answer paging by suffix	#95		Intrude on a call	4	
Appointment time (programmed)			Line allocation		
Automatic callback if terminal busy	5		Line allocation + callback with charge info.		
Broadcast groups	#*		Locking/Unlocking	*3	
Broker call	2		Meter Total Recall		
Business account code			Moving a terminal	878	
Calibrated break	65		Open door		
Cancel all diversions	*00		Operator call	9	
Cancel automatic callback	#99		Paging by prefix	#90	
Cancel enquiry call	1		Paging by suffix	7	
Cancel follow me	*07		Park / retrieve parked call	*7	
Common directory numbers to 8399	8000		Protect a call	98	
	to 8399		Redial last number	#1	
Conference	3		Replacing a terminal	877	
Consult voice messages			Seize main line	0	
Consultation of call on hold	#8		Seize secondary lines	460	
Divert group calls	#06			to 494	
Divert if busy	*02		Selective diversion		
Divert to paging	*04		Substitution (business charge code)		
Do not disturb	*05		Switch to programming	88	
Do not disturb override	9		Terminal call	100	
DTMF End to End	##			to 227	
Follow me diversion	*06		Terminal call pick-up	#6	
Group call	500		Text message (call back later)	*91	
	to 525		Voice message	66	
Group call pick-up	*6			and 67	
Hunting group in	*4				

Your telephone provides access to a number of functions, depending on your system version and configuration.

You can programme keys as required and print new labels.

See the installation guide or contact your distributor.

Name:

Telephone No.:

Fax. No.:

Mobile No.:

E-mail address:

Alcatel Business Systems, in keeping with its policy of constant product improvement for the customer, reserves the right to modify product specifications without prior notice.

Alcatel Business Systems - 56, avenue Jean-Jaurès - F-92707 Colombes Cedex R.C. Paris 602 033 185

*ALCATEL 4200

Ref.: 3AK 19029 AUAB Ed. 01 AUAB

Groupe Extr me